



# Non-State Capital Outlay Training Manual

## Chapter 4: Capital Outlay Budget Execution

## Key Points

### Appropriations and Required Forms

It is important to understand the difference between receiving an appropriation and receiving funding. For General Obligation Bond funding, the Act indicates what has been appropriated. The appropriation must be funded through the issuance of a line of credit.

- All entities with an appropriation in the Act will receive an Appropriations Memorandum from the Commissioner of Administration.
- For **new** projects, entities must submit both a **Cooperative Endeavor Agreement Data Form** and a **Request for Line of Credit Form**.
- For **existing** projects receiving supplemental funds, a new **Request for Line of Credit Form** is required.
- For existing projects that are **fully funded** with Cooperative Endeavor Agreements in place, **NO FORMS ARE NEEDED**.
- Reauthorization for previous lines of credit occurs in **July**.

## Key Points - Lines of Credit

- Lines of Credit are issued by the State Bond Commission.
- The State Bond Commission usually meets on the 3<sup>rd</sup> Thursday of each month.
- A Request for Lines of Credit Form must be submitted in order for the Commission to consider issuing a Line of Credit
- The Commissioner of Administration submits a recommendation to the Bond Commission regarding which requests should receive lines of credit
- The Bond Commission can approve, reject or defer requests for lines of credit
- Monies advanced on a line of credit shall be spent only in accordance with the description in the bond authorization act.
- Agendas and actions can be seen on the Commission's webpage on the State Treasurer's website,  
<http://www.treasury.state.la.us/>

## General Obligation Bond Priority

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**Priority 1** – is always a reauthorization and usually receives a cash line of credit at the July meeting of the State Bond Commission.

**Priority 2** – is a new appropriation and can receive a cash line of credit from the State Bond Commission at any time during the fiscal year.

**Priority 3 and Priority 4** – are also new appropriations that can receive cash lines of credit from the State Bond Commission during the fiscal year, but only after all of the Priority 2 appropriations have received lines of credit.

**Priority 5** – can be a reauthorization or a new appropriation and can receive a noncash line of credit from the State Bond Commission. Reauthorized noncash lines of credit are granted at the July meeting while new noncash lines of credit may be granted at any time during the fiscal year. Unlike cash lines of credit, noncash lines of credit cannot be “spent” towards project completion. These lines of credit only provide contract authority. However, prior to entering into a contract that obligates a noncash line of credit, the Office of Facility Planning and Control must seek approval from the Commissioner of Administration.

# Appropriations

## SAMPLE APPROPRIATION

**A** 50/J26 **B** JEFFERSON PARISH

1	<b>C</b>	(999)	<b>D</b>	Marrero Community/Senior Center, Land		
2				Acquisition, Planning, Construction and Equipment		
3				(\$200,000 Cash and/or In-Kind Match)		
4			<b>E</b>	(Jefferson)		
5			<b>F</b>	Payable from General Obligation Bonds		
6				Priority 1	<b>G</b>	\$ 300,000
7				Priority 2	<b>H</b>	\$ 50,000
8				Total	<b>I</b>	<u>\$ 350,000</u>

**A** “Agency Number”

**F** Means of Finance

**B** “Agency” Name

**G** Reauthorized Funding

**C** BDS Number

**H** New Funding Appropriation

**D** Project Title

**I** Total Funding Appropriation

**E** Parish

# Sample Documents

The following examples are included as documents that are an integral part of the Capital Outlay process.

## 1. Appropriations Memorandum

The statutorily required July Appropriations Memorandum sent to all entities having a project appear in the current Act and the accompanying spreadsheet showing which projects are in the Act and what forms need to be submitted.

## 2. Line of Credit Form and Cooperative Endeavor Data Form

Examples of how to complete the Line of Credit Form and the Cooperative Endeavor Data Form.

## 3. Treasury Website

How to access the Treasury website to check the status of bond appropriations along with an example of non-state funded appropriations.

## 4. Line of Credit Memorandum

A copy of the statutorily required Line of Credit Memorandum to Non-State agencies with an appropriation in the current Act that has not been funded by September 15<sup>th</sup> reminding them that in order to be considered for funding next year a new Capital Outlay Request must be submitted by November 1<sup>st</sup>. A sample of the spreadsheet enclosure listing the outstanding lines of credit is also included.

## 5. Capital Outlay Request and Legislative Letters of Support

A sample completed Capital Outlay Request and samples of the required legislative letters of support.

## 6. Definitions of Common Terms and a List of Key Dates.

BOBBY JINDAL  
GOVERNOR



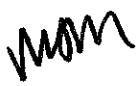
KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
**Division of Administration**  
**FACILITY PLANNING AND CONTROL**

**MEMORANDUM**

**DATE:** July 1, 2015

**TO:** Police Juries, Municipalities, Ports, Levee Districts, and Other Non-state Entities

**FROM:** Mark A. Moses   
Director, Office of Facility Planning and Control

**RE:** Act 26 of 2015 – Capital Outlay Appropriations

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Enclosed with this memorandum is a list of projects for your entity with general obligation bond appropriations in Act 26 of 2015. The general obligation bond appropriations must receive a line of credit from the State Bond Commission in order to be funded. An entity requests a line of credit by submitting a ***Request for Line of Credit Form***. This form is only needed for **new general obligation bond appropriations**. The enclosure included with this memorandum lists your entity's projects that have general obligation bond appropriations in Act 26 and indicates whether your agency needs a line of credit form for an individual project.

Only those funds that are anticipated to be spent in a single year should be requested as a cash line of credit. The remaining funds should be requested as a non-cash line of credit. **If lines of credit are not granted during the current fiscal year for the total requested state funding, a new Capital Outlay Request should be submitted by November 1<sup>st</sup> for the subsequent fiscal year.**

The ***Request for Line of Credit Form*** can be downloaded from our website at the following address: **<http://www.doa.louisiana.gov/fpc/download1.htm>**. For a hardcopy of the ***Request for Line of Credit Form***, please contact the Capital Outlay section of the Office of Facility Planning and Control at **[capitaloutlay@la.gov](mailto:capitaloutlay@la.gov)** or 225-342-0823.

Please send the original ***Request for Line of Credit Form*** to the address below:

Office of Attorney General – Civil Division  
Civil Division  
Public Finance & Contracts  
P.O. Box 94005  
Baton Rouge, LA 70804

Send a copy of the completed ***Request for Line of Credit Form*** to both of the addresses below:

State Bond Commission  
P.O. Box 44154  
Baton Rouge, LA 70804

Division of Administration – Office of Facility Planning & Control  
Capital Outlay Section  
P.O. Box 94095  
Baton Rouge, LA 70804

Upon receiving a line of credit, R.S. 39:112 requires non-state entities to enter into a Cooperative Endeavor Agreement (CEA) with the Office of Facility Planning and Control (OFPC) before obligating and spending any of the appropriated funds. If a non-state entity begins the project and makes payments without a fully executed CEA, the state cannot reimburse those payments.

Non-state entities are required to submit a Cooperative Endeavor Agreement Data Form to the Capital Outlay section of OFPC to initiate preparation of the CEA. Please complete and submit one (1) Data Form per project in Act 26 of 2015. All specific project information can be found on the enclosed list of projects.

Please send the Data Form to OFPC at the address below:

Division of Administration – Office of Facility Planning & Control  
Capital Outlay Section  
P.O. Box 94095  
Baton Rouge, LA 70804



The ***Cooperative Endeavor Agreement Data Form*** can be downloaded from our website at the following address: <http://www.doa.louisiana.gov/fpc/download1.htm>. For a hardcopy of the ***Cooperative Endeavor Agreement Data Form***, please contact Capital Outlay, [capitaloutlay@la.gov](mailto:capitaloutlay@la.gov) or 225-342-0823.

**Summary of actions requested of Non-State entities as noted in this letter:**

1. IF a Cooperative Endeavor Agreement Data Form is needed, as indicated on enclosure, download, complete and return to the Office of Facility Planning and Control.
2. IF a Request for Line of Credit is needed, as indicated on enclosure, download, complete and send copies to the three agencies listed.
3. DO NOT obligate any funding without a fully executed Cooperative Endeavor Agreement with the Office of Facility Planning and Control.

If you have any questions or need additional information, please contact the Capital Outlay section of the Office of Facility Planning and Control at [capitaloutlay@la.gov](mailto:capitaloutlay@la.gov) or (225) 342-0823.

c: State Legislators (Memo only)  
House and Senate Staff (Memo only)  
Lela Folse, State Bond Commission (Memo only)  
Richard McGimsey, Office of the Attorney General (Memo only)

Enclosure: List of projects

# Act 26 of 2015

## 50-J11 Caldwell Parish

Schedule	Agency	FY16 BDS	Project Title	Parish	Priority 1 in Act 26	Priority 2 in Act 26	Priority 5 in Act 26	FP&C Project #	Page # of 206	Form(s) Required
50-J11	Caldwell Parish	1386	Wiles Road and Kountry Korner Road Reconstruction, Planning and Construction	Caldwell	505,000	425,000	-	50-J11-09-01	81	Line of Credit Form Only
50-J11	Caldwell Parish	1663	Recreation Facilities Construction, Reconstruction, Planning and Construction	Caldwell	185,000	-	1,465,000	50-J11-14-01	81	No Forms Needed At This Time
50-J11	Caldwell Parish	2137	Parish Detention Facility, Planning and Construction	Caldwell	1,115,000	-	500,000	50-J11-12-01	81	No Forms Needed At This Time
50-J11	Caldwell Parish	886	Improvements to Swim Lake Road, Planning and Construction	Caldwell	-	340,000	2,130,000	50-J11-15-01	81	Data Form and Line of Credit Form

## REQUEST FOR LINE OF CREDIT

The purpose of this Request is to gather information and representations which will assist the Attorney General of the State of Louisiana and Bond Counsel to the State of Louisiana in determining whether the moneys from the line of credit being requested by you and to be issued by the State Bond Commission on your behalf and/or use of proceeds of the State of Louisiana's general obligation bonds issued on your behalf will comply with the Louisiana Constitution, the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable income tax regulations to insure that interest payable by the State on such bonds will be tax exempt. If you have questions regarding this questionnaire, you can contact the Public Finance Section of the Attorney General's Office at (225) 326-6020.

In order to obtain a line of credit, you must establish that the project is ready to proceed and that there is no impediment to the sale of bonds by the State on the date the line of credit is granted.

Responses to the questions herein may be stated in the spaces provided or on attachments to this Request. The Request should be approved and signed by a duly authorized representative who is responsible for coordination of the legal and financial matters and concerns of your entity in connection with the proposed bond issue. Please respond as accurately as possible.

1. REQUESTED BY: \_\_\_\_\_  
(Agency or Department)

REQUESTED FOR: \_\_\_\_\_  
(Agency or Department)

2. Project Description as found in the Capital Outlay Act:

**COPY PROJECT TITLE FROM PAGE OF THE ACT ENCLOSED WITH APPROPRIATION MEMO**

3. Justification for the request for a line of credit (include anticipated timing of the expenditures):

**EXPLAIN WHY FUNDING IS NEEDED AND WHEN FUNDING IS NEEDED**

4. Amount and priority of appropriation as stated in the Capital Outlay Act:

**COPY AMOUNTS FROM PAGE OF THE ACT ENCLOSED WITH APPROPRIATION MEMO**

Priority 1	\$	_____
Priority 2	\$	_____
Priority 3	\$	_____
Priority 4	\$	_____
Priority 5	\$	_____

5. Priority and amount of cash line of credit requested:

**REQUEST TOTAL AMOUNT APPROPRIATED FOR EACH PRIORITY**

PRIORITY	1	\$	_____
PRIORITY	2	\$	_____

6. Amount of priority 5 non-cash line of credit requested: \$ \_\_\_\_\_

7. Projected cash flow for line of credit. Total funds to be spent within each time period (not cumulative):

1-6 months	7-12 months	13-18 months	19-24 months
\$ _____	\$ _____	\$ _____	\$ _____
25-30 months	31-36 months	Total Line of Credit Requested <b>Should equal total of questions 5 and 6</b> \$ _____	
\$ _____	\$ _____		

8. Break out the anticipated use of the money by category (e.g. planning, land acquisition, construction, equipment) for costs of the project:

<p>Facility, Land, Equipment or Other Capital Expenditures Including Interest During Construction (Please Describe)</p> <p><b>THESE CATEGORIES CORRESPOND TO THOSE ON THE CAPITAL OUTLAY REQUEST. IF YOUR APPROPRIATION IS FOR LESS THAN THE REQUESTED AMOUNT OF STATE FUNDING, THIS IS YOUR OPPORTUNITY TO EXPLAIN HOW FUNDS CAN BE USED TO "FUNCTIONALLY ADVANCE" YOUR PROJECT.</b></p>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Asset Life in Years (ADR midpoint or Appraisal)</td> <td style="text-align: center;">Date Placed In Service or Anticipated to be Placed in Service</td> </tr> </table> <p><b>INDICATE LIFE EXPECTANCY OF STRUCTURES AND EQUIPMENT. ALSO INDICATE WHEN YOU WILL COMPLETE CONSTRUCTION AND/OR BEGIN USING THE NEW/RENOVATED FACILITY OR EQUIPMENT.</b></p>	Asset Life in Years (ADR midpoint or Appraisal)	Date Placed In Service or Anticipated to be Placed in Service	<p style="text-align: center;"><u>Amount</u></p> <p><b>INDICATE THE AMOUNT OF THE REQUESTED LINES OF CREDIT THAT WILL BE USED FOR EACH CATEGORY TO THE LEFT</b></p> <div style="text-align: right; margin-top: 20px;">         _____          Total \$ _____       </div>
Asset Life in Years (ADR midpoint or Appraisal)	Date Placed In Service or Anticipated to be Placed in Service			

9. Are you requesting that any portion of the moneys be used to reimburse you or others for expenditures incurred by you or by others before the granting of the line of credit or issuance of the general obligation bonds? If yes, please give details including nature of the expenditures, source of payment of the expenditures and time when such expenditures were incurred.

Yes (    )                      No (    )

10. Do you currently anticipate the future sale of any portion of the project? If yes, please describe the anticipated sale.

Yes (    )                      No (    )

11. Will any portion of the proceeds be used (directly or indirectly) to make or finance loans to private persons or entities? If yes, please describe.

Yes ( ) No ( )

12. Will there be a private or non-governmental user of the project?. If yes, please list the private and/or non-governmental user of the project and state their interest in the project. A principal user includes each person and/or entity who owns more than 5% of the project (if no one owns more than 5%, name the person and/or entity who owns the largest ownership interest in the project), each person and/or private entity who leases 5% or more of the project, each private recipient of more than 5% of the use or services of the project, managers or operators of facilities under contracts with terms exceeding two years or terms which provide for payment based on a percentage of fees or revenues.

Yes ( ) No ( )

13. List the name of the entity in which the project will be titled.

14. Is there any requirement to repay the State any moneys for this project? If yes, set forth the terms of the repayment.

Yes ( ) No ( )

15. Does your entity or the project generate revenues that will be used to make payments to the State? If yes, describe (i) from whom the revenues are obtained, (ii) the revenues, income or payments to the State, and (iii) the agency, accounts or funds to which they are deposited.

Yes ( ) No ( )

16. Will any portion of the proceeds be used to finance a Project which will be used primarily by private persons or entities or those doing business with such entity? (For example, a road or a building which will service only a private industry or industrial park.) If yes, please describe.

Yes ( )

No ( )

17. Do you anticipate a management contract or lease being entered into regarding all or any portion of the Project. If so, please attach a copy of all contracts, management contracts, leases or subleases of space with private persons and/or entities relating to the Project. Please describe any anticipated contracts, management contracts, leases or subleases with private persons and/or entities relating to the Project, including, without limitation, rent square footage, square footage percentage of the whole Project, proposed use, payment provisions, etc.

Yes ( )

No ( )

18. Do you presently expect to change the use of the Project in any way that is not described elsewhere in this Questionnaire? If yes, please describe.

Yes ( )

No ( )

19. Is there is a match requirement for the Project? If yes, please describe the amount and nature of the match and attach verification of the existence and availability of the match and the commitment to use the match for the Project.

Yes ( )

No ( )

**R.S. 39:112 REQUIRES A LOCAL MATCH FOR ALL NON-STATE PROJECTS UNLESS THE PROJECT IS DEEMED AN EMERGENCY PROJECT BY THE COMMISSIONER OF ADMINISTRATION OR THE ENTITY HAS ESTABLISHED AN INABILITY TO PROVIDE THE REQUIRED MATCH**

20. Does the Capital Outlay Act contains a specific condition for the Project, other than matching funds? If yes, describe the condition and attach verification that the requirements of the condition have been met.

Yes ( )

No ( )

**THE ANSWER FOR MOST APPROPRIATIONS WILL BE “NO”. IF THERE IS SPECIAL LANGUAGE CONTAINING SPECIFIC CONDITIONS, IT WILL BE LOCATED DIRECTLY BENEATH THE APPROPRIATION.**

The undersigned does hereby certify that he/she is the duly authorized and acting representative of the \_\_\_\_\_ that the responsibilities of such position include responsibility for coordination of the legal and/or financial matters of the \_\_\_\_\_; in connection with the bond issue in question; that he/she is authorized to provide the information and representation contained herein for your use and reliance in rendering the opinion requested of you; that the information and representations contained herein are accurate and complete; and that if any of the information changes after the date of execution hereof but prior to the issuance of the Bonds for the Project, I will attempt to notify the Attorney General=s Office, Public Finance Section.

Dated: \_\_\_\_\_ 20\_\_\_\_

By: \_\_\_\_\_  
(Signature)

(Please type) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## COOPERATIVE ENDEAVOR AGREEMENT DATA FORM

**Complete form and return to:**

Facility Planning and Control  
Capital Outlay Section  
Post Office Box 94095  
Baton Rouge, LA 70804-9095

Telephone: (225) 342-0823  
Office Fax: (225) 342-7624  
Email: capitaloutlay@la.gov

**Please type or print the following:**

Date:

Project Name:

Parish:

FP&C Project #:

Act #:

Year:

Page:

Entity Name:

Entity Address:

Federal Identification Number:

Person authorized to sign Co-Op Agreement (Name and Title):

Telephone Number:

Fax Number:

Contact Person (Name and Title):

Telephone Number:

Fax Number:

**Please attach the following information, if applicable:**

Proof that matching funds have been received and pledged  
Verification of 501(C)(3) status

For Office Use:		<i>Date received and initial</i>
	Matching Funds Verified	_____
	501(C)(3) Status Verified	_____
	Resolution Received	_____
	Port Paragraph Required	_____



## **MEMORANDUM**

**DATE:** September 18, 2015

**TO:** POLICE JURIES, MUNICIPALITIES, PORTS,  
LEVEE DISTRICTS, AND OTHER NON-STATE ENTITIES

**FROM:** Mark A. Moses, Director of Facility Planning and Control

**RE:** Capital Outlay Lines of Credit Status Notification (R.S. 39:115)

Pursuant to R.S. 39:115.B, this memo is to inform you that as of **September 15, 2015**, a line of credit has **not** been granted for all or part of the General Obligation Bond appropriation(s) in Act 26 of 2015 for the attached list of projects for your entity. General Obligation Bond appropriations are not funded unless granted lines of credit by the State Bond Commission. **If appropriated lines of credit are not granted this fiscal year or additional supplemental funds are needed, capital outlay requests must be resubmitted for funding to be reconsidered next fiscal year.**

Applications for Capital Outlay funds are filed electronically in the Capital Outlay Request Tracking System, eCORTS. The website for eCORTS is:

[www.prd.louisiana.gov/ecorts/default.cfm](http://www.prd.louisiana.gov/ecorts/default.cfm)

**Electronic Capital Outlay budget requests and legislative letters of support must be fully submitted and received no later than November 1<sup>st</sup>.**

The State Bond Commission meets the third Thursday of each month. At the meeting on September 17<sup>th</sup>, Priority 2 and Priority 5 lines of credit were considered. The attached enclosure lists the Priority 2 and Priority 5 appropriated amounts that did not receive a line of credit. The State Bond Commission meetings are broadcast live on the Louisiana Legislature website at <http://www.legis.la.gov/legis/home.aspx>. Line of Credit Certificates of Approval are posted on the Louisiana Department of the Treasury Website at <http://www.treasury.state.la.us/>.

There are instructions on the eCORTS website for the fields and functions of the website and electronic capital outlay request. Please review and/or print the instructions and consult them as you prepare your requests for FY16-17. If a consultant or firm other than the entity (port and levee district, parish government, municipalities, and/or other non-state entities) requesting capital outlay funding will be submitting your entity's capital outlay requests, please fax a letter to Facility Planning and Control, Capital Outlay Section, indicating that your permission has been granted to that firm or consultant to prepare capital outlay requests on your behalf. The letter needs to be on entity letterhead signed by an administrator. Please fax to attention: Capital Outlay at (225) 342-7624.

If further information is needed, please contact the Capital Outlay Section at Facility Planning and Control, Division of Administration, by email at [capitaloutlay@la.gov](mailto:capitaloutlay@la.gov) or phone at (225) 342-0823.

MAM/jj  
Enclosures

**New G.O. Bond Appropriations in Act 26 of 2015  
Without a Line of Credit as of September 17, 2015**

Schedule	Agency	FY16 BDS	Project Title	Parish	Priority 2 in Act 26	Priority 2 CLOC as of 9/17/15	Priority 2 without a LOC	P2 Backfill without a LOC	New Priority 5 without a LOC
36-L08	Lake Borgne Basin Levee District	1363	Drainage Improvements to LA 46 Roadway Drainage Improvement Project Between Parish Road and Webster Road, Planning and Construction	St. Bernard	2,330,000	-	2,330,000		-
36-L08	Lake Borgne Basin Levee District	1364	Drainage Pump Stations and Channel Improvements, Land Acquisitions, Planning and Construction	St. Bernard	50,000	-	50,000		-
36-L08	Lake Borgne Basin Levee District	1374	Replacement of Catenary Rakes at Drainage Pump Station 4	St. Bernard	1,500,000	-	1,500,000		-

You can check the status of Lines of Credit on the State Treasurer's website: [www.treasury.state.la.us](http://www.treasury.state.la.us)



The screenshot shows the homepage of the Louisiana Department of the Treasury. The header features the department's name and website URL, along with the state seal. A navigation menu on the left includes links to Home, Treasurer Kennedy, Unclaimed Property, State Bond Commission, News Room, Divisions, START, Links, and Contact Us. The main content area features a welcome message from John Neely Kennedy, State Treasurer, accompanied by a photo of him. To the right, there are sections for Latest News, Helpful Links, Budget Links, and Lower Gas Prices.

LOUISIANA DEPARTMENT OF THE TREASURY  
WWW.LATREASURY.COM

John Neely Kennedy, State Treasurer

Home  
Treasurer Kennedy  
Unclaimed Property  
State Bond Commission  
News Room  
Divisions  
START  
Links  
Contact Us

E-MAIL SIGN UP

Latest News:  
Kennedy Budget Critique  
Editorial: Barreling toward the cliff  
All Well Owners Should Pay into Gulf Spill Escrow Fund  
House Bill 1358 seeks to divvy \$25 million to Tri-parishes  
La. could lose millions during moratorium

Helpful Links...

BUDGET LINKS  
Louisiana Spending Watch  
State Debt Information  
LANO Budget Basics  
Treasury Budget

LOWER GAS PRICES  
Louisiana Gas Prices.com  
Gas Prices - MSN Auto  
AAA's Gas Watcher's Guide  
Nationwide Comparison of Gas Costs

If you have any questions about tax issues, please contact the Louisiana Department of Revenue.

Select "State Bond Commission" from the left menu



The screenshot shows the same website, but with the "State Bond Commission" link selected in the left menu. The main content area now displays information about the State Bond Commission, including its history, constitutional status, and functions. The right sidebar has been updated to show contact information for Whitman J. Kling, Jr., Director of the State Bond Commission, and a list of links related to the commission.

LOUISIANA DEPARTMENT OF THE TREASURY  
WWW.LATREASURY.COM

John Neely Kennedy, State Treasurer

Home  
Treasurer Kennedy  
Unclaimed Property  
State Bond Commission  
News Room  
Divisions  
START  
Links  
Contact Us

E-MAIL SIGN UP

State Bond Commission

The Louisiana State Bond Commission was created in 1968 to centralize and administer the incurring of state debt. Subsequent to the creation of the State Bond Commission, the State Bond and Tax Board, which had been charged with approving the issuance of bonds by various political subdivisions of the state, was abolished and its functions were transferred to the State Bond Commission.

The Louisiana Constitution of 1974, Article VII, Section 8, grants constitutional status to the Commission and provides that "No bonds or other obligations shall be issued or sold by the State directly or through any State board, agency or commission, or by any political subdivision of the State, unless prior written approval of the Commission is obtained."

The State Bond Commission receives applications from parishes, municipalities, special taxing districts, and other political subdivisions of the State, requesting authority to incur debt or levy taxes. These applications are reviewed for compliance with Constitutional and statutory requirements and feasibility, including the ability to repay any indebtedness incurred. If the applications are in order, they are placed on an agenda for consideration by the State Bond Commission at a regular or special meeting. At the meeting the State Bond Commission either approves or disapproves the application or defers action on the application for further discussion.

The State Bond Commission prepares all resolutions, official statements and notices and all other proceedings in the issuance of State general obligation debt. In this regard, the State Bond Commission publishes notices for receipt of bids on State debt and receives bids from underwriters seeking to purchase bonds of the State. The Commission sees that the bonds are printed and delivered to the successful purchaser. The Commission also issues obligations representing any debt which State agencies and authorities may incur.

Members

State Treasurer John Neely Kennedy - Chair	Governor Bobby Jindal
Lt. Governor Scott Angelle	Secretary of State Jay Dardenne
Attorney General James D. "Buddy" Caldwell	Senator Joel T. Chaisson, II - President of Senate

CONTACT  
Whitman J. Kling, Jr.  
Director of State Bond Commission  
(225) 342-0040  
wkling@treasury.state.la.us

Application Requirements  
Rules & Regulations (LAC Title 71)  
Download Documents

LINKS  
Sign up to receive Bond Commission Meeting Agendas via Email  
Baton Rouge Business Report GO Zone Guide

Scroll down the page to “Bond Commission Meetings”

Bond Commission Meetings							
Meeting Date	S/ND	Deadline Date	Election Date	1 Week Prior to Meeting	24 Hours Prior to Meeting	Post Meeting	LOC Certificates of Approval
1/21/2010		12/16/2009		Preliminary	Posted	Final Minutes	
2/18/2010		1/19/2010	5/1/2010	Preliminary	Posted	*(SAP) Minutes	Rescinded LOC5
3/18/2010		2/17/2010		Preliminary	Posted	*(SAP) Minutes	
4/15/2010		3/16/2010		Preliminary	Posted	*(SAP) Minutes	
5/20/2010		4/21/2010		Preliminary	Posted	Final Minutes	
6/17/2010		5/18/2010		Preliminary	Posted	Final Minutes	
7/22/2010	ND	6/15/2010	10/2/2010	Preliminary	Posted	Final Minutes	LOC1 LOC5
8/19/2010		7/21/2010		Preliminary	Posted		
9/16/2010		8/17/2010	11/2/2010				
10/21/2010		9/22/2010					
11/18/2010		10/18/2010					
12/16/2010		11/15/2010					
1/20/2011		12/17/2010	4/2/2011				
2010		2009	2008	2007	2006	2005	2004
*(SAP) = Same As Posted *S = Special *ND = New Date							

Prior to the meeting, you can view proposed Lines of Credit on the links for “Preliminary” and “Posted”. After the meeting, you can view approved Lines of Credit on the links for each LOC Certificate of Approval: “LOC1”, LOC2” and “LOC5”

Act 26 of the 2015 Regular Session of the Louisiana Legislature  
**Priority 1 Cash Lines of Credit Recommendations**  
 July 2015 Meeting of the State Bond Commission

Agency Number	Agency Name	FY16 BDS	Project Title	Parish	Recommended Priority 1 Cash Lines of Credit
50-J04	Assumption Parish	1896	Overlay of Bayou Drive, Planning and Construction	Assumption	120,000
50-J05	Avoyelles Parish	1482	Avoyelles Parish Police Jury Cooperative Extension Building, Acquisitions, Planning and Construction (\$50,000 Non-State Match)	Avoyelles	10,000
50-J06	Beauregard Parish	1969	Lumas Road, Planning and Construction	Beauregard	20,000
50-J06	Beauregard Parish	2016	Crosby, Butler and Pleasant Hill Roads	Beauregard	825,000
50-J07	Bienville Parish	1593	Courthouse Improvements in Arcadia, Planning and Construction (\$115,000 Non-State Match)	Bienville	40,000
50-J08	Bossier Parish	486	Acceleration Lane on US 71, Planning and Construction	Bossier	150,000
50-J08	Bossier Parish	491	Sewerage District No. 1 of the Parish of Bossier, Planning and Construction (\$28,000,000 Local Match)	Bossier	4,270,000
50-J08	Bossier Parish	492	Extension of Crouch Road to Swan Lake Road/Reconstruction of Swan Lake Road To I-220, Planning and Construction (Local Match Required)	Bossier	280,000
50-J08	Bossier Parish	1566	Princeton Sports Complex - Fencing and Lighting at New Ball Fields, Planning and Construction	Bossier	20,000
50-J09	Caddo Parish	1724	Caddo Parish Fire District No. 3, Station #4 Planning and Construction	Caddo	40,000
50-J10	Calcasieu Parish	463	Gravity Sewer Trunk Mains and Pumping Stations South Ward 3 and South Ward 4, Planning and Construction	Calcasieu	3,890,000
50-J11	Caldwell Parish	1386	Wiles Road and Kountry Korner Road Reconstruction, Planning and Construction	Caldwell	505,000
50-J11	Caldwell Parish	1663	Recreation Facilities Construction, Reconstruction, Planning and Construction	Caldwell	185,000
50-J11	Caldwell Parish	2137	Parish Detention Facility, Planning and Construction	Caldwell	1,115,000
50-J12	Cameron Parish	1932	Holly Beach Sewer and Other Economic Development Related Infrastructure Improvements, Planning and Construction	Cameron	4,965,000
50-J13	Catahoula Parish	1163	Catahoula Parish Courthouse Roof, Planning and Renovations	Catahoula	1,055,000
50-J15	Concordia Parish	1050	Concordia Parish Courthouse District Courtroom Security and Safety Renovations	Concordia	315,000
50-J15	Concordia Parish	1682	Concordia Parish Public Health Center Renovation, Planning and Construction	Concordia	110,000

Project ID 123456  
Project Level Agency  
Marais  
50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2011-2012

<http://www.state.la.us/ecorts/>  
REVISED VERSION

Project

Page 1

Title

Fire Station Expansion, Acquisition, Planning and Construction

Location Marais

☐ Emergency Project  
☒ Current Project Requirements  
☐ Anticipated Program Needs

State IDs


Priority

Local/Agency 1 of 2

Department   of  

Management Board   of  

Applicant

Agency MZZ Marais

Schedule 50-MZZ

Department 50 MISC-NONSTAT

Parish Evangeline

Senate District 28

House District 38

Site Code  

Local/Agency

User Town of Marais  
Contact Mayor Placide Guidry  
Phone Number 337-123-4567  
Fax 337-123-7654  
E-Mail mayorguidry@crawfish.com

Address P. O. Box 9999  
   
City/State/Zip Marais LA 79999

Department

User    
Contact    
Phone Number  

Management Board

User    
Contact    
Phone Number  

Cost Estimates

	Local/Agency	Department	Management Board	FPC
Land/Building Acq.	70,000			
Planning 10%	75,000			
Construction	750,000			
Hazardous Materials				
Subtotal	895,000			
Misc./Contingency	75,000			
Equipment	30,000			
Total	1,000,000			

Time Estimates

Planning (months) 3        
Construction (months) 9      

If planning has begun, when will it be completed?

Project ID 123456  
Project Level Agency  
Marais  
50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2011-2012

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### Prior Funding

Page 2

FPC Project No. Assigned to Prior Funding

Sub-project No.

Authorized Means of Financing	Amount	Year	Act#	Priority
Total				

Bond	<input type="checkbox"/>	Credit	<input type="checkbox"/>
Bond	<input type="checkbox"/>	Credit	<input type="checkbox"/>
Bond	<input type="checkbox"/>	Credit	<input type="checkbox"/>
Bond	<input type="checkbox"/>	Credit	<input type="checkbox"/>
Bond	<input type="checkbox"/>	Credit	<input type="checkbox"/>

### Proposed New Funding

☐ This project does not require funding in Year 1

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
State Funds	200,000	550,000				750,000
IAT						
*Local Funds	250,000					250,000
*Reimbursement Bonds						
*Fees/Self-Gen. Rev.						
*Revenue Bonds						
**Statutory Dedications						
Federal Funds						
Total	450,000	550,000				1,000,000

\*Describe specific source of funds

Town of Marais Facilities Construction Fund

\*\*Type of Statutory Dedication

What fiscal year (FY) was the project or program first submitted for consideration?

### Agency Impact Statement

I hereby certify that this project has been reviewed, approved, and integrated into our department's long range strategic plan and five year budget. The impact of this project's operating budget has been approved.

Name Placide Guidry

Title Mayor, Town of Marais

Date 10/15/2010

### Comments

An expansion is needed for our existing fire station. Our population has grown and we need to purchase the neighboring property and add two bays to our existing fire station along with existing support areas to accommodate additional fire personnel.



Project ID 123456  
Project Level Agency  
Marais  
50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2011-2012

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Demonstration of Need

Page 4

Title	Fire Station Expansion, Acquisition, Planning and Construction		
Description	Purchase neighboring land to add two bays to existing fire station, and add support areas for additional personnel		
Location	Marais	Present Empl.	15
Project Type	Expansion/Addition	Future Empl.	30
Facility Type	Fire Station	Citizens Served	20,000
Program / Service Desc.	Respond to Emergency Situations	Daily Users	
Describe the long range strategic plan (5-Yr) for the program	Expansion of the fire station should be completed within the next three years. This will allow the fire department to improve services, decrease response times, and add additional staff. The expanded facility and staff is expected to be sufficient for projected population growth for years 3 through 10.		

Purpose (Check all that apply)

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Expand Existing Pgm | <input type="checkbox"/> Changes in Mission               | <input type="checkbox"/> Address Actual          |
| <input type="checkbox"/> Relocate Existing Pgm          | <input type="checkbox"/> Changes in Existing              | <input type="checkbox"/> Changes in Standards    |
| <input type="checkbox"/> Add New Pgm                    | <input checked="" type="checkbox"/> Changes in Population | <input type="checkbox"/> Promote Economic Dev    |
| <input type="checkbox"/> Attract Business               | <input type="checkbox"/> Generate Employment              | <input type="checkbox"/> Address Code Violations |
| <input type="checkbox"/> Other                          |   |  |

Applicable Guidelines / Standards

Publications, regulatory agencies' guidelines for the program	Safety and health considerations for the design of Fire and Emergency Medical Services Stations, FEMA, US Fire Administration, standard for the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by career fire departments NFPA
Minimum orNA mandatory requirements for above-listed program	Our goal is to have 1-2 firefighters per 1,000 residents.

What alternatives were considered? (check all that apply)

- |  |                                     |   |
|--|-------------------------------------|---|
| <input checked="" type="checkbox"/> Maintaining Status Quo | <input type="checkbox"/> New Space  | <input checked="" type="checkbox"/> Renovations of Existing Space           |
| <input checked="" type="checkbox"/> Use Existing Space     | <input type="checkbox"/> Less Space | <input checked="" type="checkbox"/> Expansions of Similar Program Elsewhere |

How was the best option determined (Studies, Etc.)?

Cost Comparison

Were feasibility studies or needs assessment reports prepared other than this application?

☐ Yes

Preparer's Name

Phone

List socioeconomic and environmental affects of project

Fire department can provide more services with decreased response times thus improving the quality of life for the Marais residents, decreasing property damage, better insurance rates

Identify and describe other similar facilities in your area and evaluate their capabilities to meet needs

No similar facilities in Marais

Request Endorsed By:

Senator ☒

Rep. ☒

Endorser's Name:

Boudreaux/Thibodeaux



50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

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REVISED VERSION

## Facility Requirements

Page 5

Prepared By Fire Chief

Date Prepared 9/1/2010

Space Requirements: ☒ New Space ☐ Existing Space ☐ No Space

Type of Space	Number of Occupants	Type of Occupants	NA/Per	Net Area
Dorm Area	10	Fire Fighters	100	1000
Apparatus Bay	1		4000	4000
<b>Total Net Area</b>		<b>Total Gross Area</b>	<b>Total Net Area</b>	<b>5000</b>
5000	×	1.1	=	5500
			<b>Burden Area</b>	<b>500</b>

Employees	20
Visitors / Clients	10

Contract Employees  
Students / Assistants

Temporary Employees  
Others

Describe additional program requirements (parking, Utilities Tie-In, Location, Shipping / Receiving, Public Access, Site Amenities).

None

What will happen with the existing facility (demolition, remodeled, other program) and funding if needed?

Continue to use existing facility

## Renovation / Addition

Describe the condition of the building and previous renovations

Existing structure 15 years old in fair condition

Describe the extent of the proposed renovation / addition

Proposed addition will add two bays and additional dorm space

Describe the location of occupants during renovation and required funding

Fire Department will continue to occupy existing facility during project

What amount of the construction budget addresses modifications required to Meet the "Americans with Disabilities Act Accessibility Guidelines (ADAAG)"?

## Hazardous Materials

What hazardous materials are addressed in the construction budget?

☐ Underground Storage Tanks

☐ PCB's

☐ Lead Paint

☐ Asbestos

Other

Enter the date if site has been surveyed for underground storage tanks.

Provide contact information if the facility's asbestos management plan was consulted for abatement requirements.

Contact Name

Phone

## Roof

What is the current age, condition, and type of the existing roof and anticipated date of replacements?

Age of Roof (yrs) 15

Condition 

Replacement Date

Type	built up roof
------	---------------

Describe roof penetrations, equipment, etc.

If this project is a current year request, attach an itemized breakdown with unit costs and an estimated useful life of the equipment with final submission to Facility Planning.

Project ID **123456**  
 Project Level **Agency**  
**MARAIS**  
 50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2011-2012

<http://www.state.la.us/ecorts/>

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### Operation Budget (Expenditures)

(Should match submittals BR-1 and BR-2 to Office of Planning and Budget)

Existing Operating Budget  
Current Year Budgeted

Annual Projected Increase (Decrease)  
After Project Completion

Salaries	695,000	400,000
Other Compensation	0	0
Related Benefits	70,000	39,500
Travel	0	0
Operating Services	0	0
Supplies	25,000	25,000
Professional Services	5,000	20,000
Other Services	0	0
Debt Services	0	0
Interagency Funds	0	0
Acquisitions	0	0
Major Repairs	20,000	10,000
Unallocated	185,000	73,820

Total Expenditures	1,000,000	568,320
--------------------	-----------	---------

Total Positions	20	30
-----------------	----	----

### Operation Budget (Financing)

State General Fund (Direct)	0	0
State General Fund by:		
Interagency Transfer	0	0
Fees and Self-Generated Rev.	1,000,000	1,568,320
Statutory Dedications	0	0
Interim Emergency Board	0	0
Federal Funds	0	0

Total Financing	1,000,000	1,568,320
-----------------	-----------	-----------

### Balance

Excess / Deficiency of Expenditures Over Financing (should = 0)	0	0
---	---	---

### Operating Budget (Summary)

	Year 1	Year 2	Year 3	Year 4	Year 5
State Gen. Fund (Direct)	0	0	0	0	0
Interagency Transfer	0	0	0	0	0
Fees/Self-Gen. Revenue	1,450,000	1,508,000	1,568,320	1,631,052	1,696,294
Statutory Dedications	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0
Federal Funds	0	0	0	0	0
Total Means of Financing	1,450,000	1,508,000	1,568,320	1,631,052	1,696,294

### Comments

We project that revenue from property and sales taxes will increase by at least 4% annually.

Project ID 123456  
Project Level Agency  
Marais  
50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2011-2012

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### Certification Questionnaire

Page 8

1) What was your budget for capital improvements for the last 3 years?

Current Year  Last Year  2 Years Ago

2) What was your undesignated/unreserved general fund balance for the last 3 years?

Current Year  Last Year  2 Years Ago

3) What was your designated/reserved general fund balance for the last 3 years?

Current Year  Last Year  2 Years Ago

4) What is your ad valorem tax capacity?

Millage Authorized  Millage Levied  (mills)  
When did you last have an election to renew or increase millage?   
Did the electors approve or reject the millage renewal or increase? ☐ approve ☐ reject  
How much was requested?  (mills)

5) What is your local sales tax?

Percent Authorized  Percent Levied   
When did you last have an election to renew or increase the percent?   
Did the electors approve or reject the percent renewal or increase? ☒ approve ☐ reject  
How much was requested?  (percentage)

6) Have you had an election to obtain voter approval for a bond issue for this or other projects?

☒ yes ☐ no

Did the electors approve or reject the issue? ☒ approve ☐ reject  
Do you plan to have an election to obtain voter approval for a bond issue for this or other projects?  
☐ yes ☒ no

7) Is this project for which you are requesting state funding the type for which revenue will be generated?

☐ yes ☒ no

(i.e. parking fees; water; sewer or other utility fees; etc.)

If so, please describe the source and projected amount of the revenue.

Source 1	<input type="text"/>	Amount	<input type="text"/>
Source 2	<input type="text"/>	Amount	<input type="text"/>
Source 3	<input type="text"/>	Amount	<input type="text"/>

8) How much do you receive from the Parish Transportation Fund?

Current Year	<input type="text" value="0"/>
Last Year	<input type="text" value="0"/>
2 Years Ago	<input type="text" value="0"/>

9) Have you been approved for or received funding from any other state program for this project?

☐ Yes ☒ no

If so, how much and from what source?

Source 1		Source 2	
Agency/Program	<input type="text"/>	Agency/Program	<input type="text"/>
Current Year	<input type="text"/>	Current Year	<input type="text"/>
Last Year	<input type="text"/>	Last Year	<input type="text"/>
2 Years Ago	<input type="text"/>	2 Years Ago	<input type="text"/>
Status	<input type="text"/>	Status	<input type="text"/>
Source 3		Source 4	
Agency/Program	<input type="text"/>	Agency/Program	<input type="text"/>
Current Year	<input type="text"/>	Current Year	<input type="text"/>
Last Year	<input type="text"/>	Last Year	<input type="text"/>
2 Years Ago	<input type="text"/>	2 Years Ago	<input type="text"/>
Status	<input type="text"/>	Status	<input type="text"/>

Project ID 123456  
Project Level Agency  
Marais  
50-MZZ – Fire Station Expansion, Acquisition, Planning and Construction

## CAPITAL OUTLAY REQUEST

FISCAL YEAR 2011-2012

<http://www.state.la.us/ecorts/>  
REVISED VERSION

### Certification Questionnaire (cont)

Page 9

10) Have you been approved for or received funding from any federal program for this project?

☐ Yes ☒ no

If so, how much and from what source?

Source 1

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


Source 2

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


Source 3

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


Source 4

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


11) Have you been approved for or received funding from any private source for this project?

☐ Yes ☒ no

If so, how much and from what source?

Source 1

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


Source 2

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


Source 3

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


Source 4

Agency/Program  
Current Year  
Last Year  
2 Years Ago  
Status


12) If not a local government entity, describe the legal status of your entity.

--

The above information is certified by:

Name:

Title:

Contact Person:

Date:

Phone Number:



**District 18**

State of Louisiana

**SENATE**

October 4, 2015

Division of Administration  
Facility Planning and Control  
Post Office Box 94095  
Baton Rouge, LA 70804-94095

Re: Fire Station Expansion, Acquisition, Planning and Construction  
**eCORTS Request #123456**

To Whom It May Concern:

The Town of Marais has requested my assistance with their Capital Outlay Request for fiscal year 2011-2012. They are applying for \$750,000 to be used in constructing a Fire Station Expansion, Acquisition, Planning and Construction.

I have reviewed their application and fully support this project.

Any consideration that you can give the Town of Marais in this matter will be deeply appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Thibodeaux".

Senator Thibodeaux  
District 18



District 38

State of Louisiana

## HOUSE OF REPRESENTATIVES

October 4, 2015

Division of Administration  
Facility Planning and Control  
Post Office Box 94095  
Baton Rouge, LA 70804-94095

Re: Fire Station Expansion, Acquisition, Planning and Construction  
**eCORTS Request #123456**

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I have reviewed their application and fully support this project.

Any consideration that you can give the Town of Marais in this matter will be deeply appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Boudreaux", with a long, sweeping flourish extending to the right.

Representative Boudreaux  
District 38

## REQUEST FOR LINE OF CREDIT

The purpose of this Request is to gather information and representations which will assist the Attorney General of the State of Louisiana and Bond Counsel to the State of Louisiana in determining whether the moneys from the line of credit being requested by you and to be issued by the State Bond Commission on your behalf and/or use of proceeds of the State of Louisiana's general obligation bonds issued on your behalf will comply with the Louisiana Constitution, the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable income tax regulations to ensure that interest payable by the State on such bonds will be tax exempt. If you have questions regarding this questionnaire, you can contact the Public Finance Section of the Attorney General's Office at (225) 326-6020.

In order to obtain a line of credit, you must establish that the project is ready to proceed and that there is no impediment to the sale of bonds by the State on the date the line of credit is granted.

Responses to the questions herein may be stated in the spaces provided or on attachments to this Request. The Request should be approved and signed by a duly authorized representative who is responsible for coordination of the legal and financial matters and concerns of your entity in connection with the proposed bond issue. Please respond as accurately as possible.

1. REQUESTED BY: Town of Marais  
(Agency or Department)

REQUESTED FOR: Town of Marais  
(Agency or Department)

2. Project Description as found in the Capital Outlay Act:

50/MZZ	Fire Station Expansion, Acquisition, Planning and Construction (Evangeline)
	(\$250,000 Local Match)
	Payable from General Obligation Bonds
	Priority 2 \$200,000
	Priority 5 \$550,000
	Total \$750,000

3. Justification for the request for a line of credit (include anticipated timing of the expenditures):

Planning and real estate acquisition in year 1, construction in year 2. Granting both lines of credit would allow the Town of Marais to make timely progress in completing this crucial project. If lines of credit were not granted, the project would be delayed, public safety would be impacted negatively, and matching funds would be more difficult to secure.

4. Amount and priority of appropriations as stated in the Capital Outlay Act:

Priority 1	\$	<u>                    </u>
Priority 2	\$	<u>200,000</u>
Priority 3	\$	<u>                    </u>
Priority 4	\$	<u>                    </u>
Priority 5	\$	<u>550,000</u>

5. Priority and amount of cash line of credit requested:

Priority 1	\$	<u>                    </u>
Priority 2	\$	<u>200,000</u>

6. Amount of priority 5 non-cash line of credit requested: \$ 550,000



7. Projected cash flow for line of credit. Total funds to be spent within each time period (not cumulative):

01 - 06 months:	07 - 12 months:	13 - 18 months:	19 - 24 months:
\$ <u>100,000</u>	\$ <u>100,000</u>	\$ <u>550,000</u>	\$ _____
25 - 30 months:	31 - 36 months:	Total Line of Credit Requested:	
\$ _____	\$ _____	=	\$ <u>750,000</u>

8. Break out the anticipated use of the money by category (e.g. planning, land acquisition, construction, equipment) for costs of the project:

Facility, Land, Equipment or Other Capital Expenditures Including Interest During Construction (Please Describe)	Asset Life in Years (ADR midpoint or Appraisal)	Date Placed in Service or Anticipated to be Placed in Service	Amount
Planning			\$ 60,000
Acquisition		12/15/2011	\$ 52,500
Construction	50	12/15/2011	\$ 600,000
Misc. / Contingency		12/15/2011	\$ 7,500
Equipment	10	12/15/2011	\$ 30,000
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
Total:			\$ <u>750,000</u>

9. Are you requesting that any portion of the moneys be used to reimburse you or others for expenditures incurred by you or by others before the granting of the line of credit or issuance of the general obligation bonds? If yes, please, give details including nature of the expenditures, source of payment of the expenditures and time when such expenditures were incurred.

Yes ☐ No ☒

10. Do you currently anticipate the future sale of any portion of the project? If yes, please describe the anticipated sale.

Yes ☐ No ☒

11. Will any portion of the proceeds be used (directly or indirectly) to make or finance loans to private persons or entities? If yes, please describe.

Yes ☐ No ☒

12. Will there be a private or non-governmental user of the project? If yes, please list the private and/or non-governmental user of the project and state their interest in the project. A principal user includes each person and/or entity who owns more than 5% of the project (if no one owns more than 5% name the person and/or entity who owns the largest ownership interest in the project), each person and/or private entity who leases 5% or more of the project, each private recipient of more than 5% of the use of services of the project, managers or operators of facilities under contracts with terms exceeding two years or terms which provide for payment based on a percentage of fees or revenues.

Yes ☐ No ☒

13. List the name of the entity in which the project will be titled.

Town of Marais

14. Is there any requirement to repay the State any moneys for the project? If yes, set forth the terms of the repayment.

Yes ☐ No ☒

15. Does your entity or the project generate revenues that will be used to make payments to the State? If yes, describe (i) from whom the revenues are obtained, (ii) the revenues, income or payments to the State, and (iii) the agency, accounts or funds to which they are deposited.

Yes ☐ No ☒

16. Will any portion of the proceeds be used to finance a Project which will be used primarily by private persons or entities or those doing business with such entity? (For example, a road or building which will service only a private industry or industrial park.) If yes, please describe.

Yes ☐ No ☒

17. Do you anticipate a management contract or lease being entered into regarding all or any portion of the Project? If so, please attach a copy of all contracts, management contracts, leases or subleases of space with private persons and/or entities relating to the Project. Please describe any anticipated contracts, management contracts, leases or subleases with private persons and/or entities relating to the Project, including, without limitation, rent square footage, square footage percentage of the whole Project, proposed use, payment provisions, etc.

Yes ☐ No ☒

18. Do you presently expect to change the use of the Project in any way that is not described elsewhere in this Questionnaire? If yes, please describe.

Yes ☐ No ☒

19. Is there a match requirement for the Project? If yes, please describe the amount and nature of the match and attach verification of the existence and availability of the match and the commitment to use the match for the project.

Yes ☐ No ☒

20. Does the Capital Outlay Act contain a specific condition for the Project, other than matching funds?  
If yes, describe the condition and attach verification that the requirements of the condition have been met.

Yes ☐ No ☒

The undersigned does hereby certify that he/she is the duly authorized and acting representative of the Town of Marais; that the responsibilities of such position include responsibility for coordination of the legal and/or financial matters of the Town of Marais; in connection with the bond issue in question; that he/she is authorized to provide the information and representation contained herein for your use and reliance in rendering the opinion requested of you; that the information and representations contained herein are accurate and complete; and that if any of the information changes after the date of execution hereof but prior to the issuance of the Bonds for the Project, I will attempt to notify the Attorney General's Office, Public Finance Section.

Dated: 08/15/2011

By: Placide Guidry  
(Signature)

(Please type)

Name: Placide Guidry  
Title: Mayor  
Entity: Town of Marais  
Street Address: Post Office Box 9999  
City, State, Zip: Marais, LA 79999  
Telephone: (337) 123-4567  
Fax #: (337) 123-7654  
E-Mail Address: mayorguidry@crawfish.com

## Terms

<b>Agency Impact Statement</b>	A name entered here certifies that any costs associated with operating the new project have been set aside and accounted for by the entity. Those additional costs should appear in the Operating Budget Section of this form.
<b>Anticipated Program Needs</b>	Funds are not needed in the first year.
<b>Appropriation</b>	Money that is identified within a Capital Outlay Act, which has been signed by the Governor. These funds have only been identified; no monies exist, yet. (See "Funding").
<b>Authorized Means of Financing</b>	For Non-State entities this will be either General Funds or G.O. Bonds. State Agencies have other means of funding available to them.
<b>Board</b>	Used for education requests only.
<b>BR-1 and BR-2</b>	These budget requests are for State agencies only.
<b>Burden Factor</b>	Not all space in a building is usable space. The burden factor allows for the inclusion of mechanical space, major vertical penetrations, primary circulation, building core and building services. This is space that must be included, but cannot be directly used by the occupants, nor included in area required per occupant. Gross Area minus the Burden Area = Usable Area.
<b>Capital Outlay</b>	Capital Outlay projects should have a useful life of 20 years or more and a value or cost of at least \$50,000.
<b>Certification</b>	This is a required section for non-state entities. It is used to determine if other means of financing is available for the requested project.
<b>Construction Phase</b>	Actual construction of the project
<b>Contact</b>	This should be the person in charge or the person who completed the request. It is who FP&C will contact with any questions or updates needed on the request.
<b>Cooperative Endeavor Agreement Data Form</b>	All new Non-State projects must submit a CEA Data Form. One will be mailed to the entities with the July Appropriations mail out. If there is not one in the packet, the entity does not need to return one. The CEA Data Form can be found on the FP&C website <a href="http://doa.louisiana.gov/fpc/download1.htm">http://doa.louisiana.gov/fpc/download1.htm</a> . Look under Capital Outlay, Downloadable Forms.
<b>Cost Estimate</b>	This should equal the total cost of your project. Planning and Miscellaneous/Contingency are calculated automatically at 10% each. The figure entered under Construction should equal the Total of Cost of Construction Calculation.
<b>Current Project Requirements</b>	Use this designation if the project is needed to meet current program requirements
<b>DED</b>	Department of Economic Development, aka LED, Louisiana Economic Development

<b>Demonstration of Need - Title and Description</b>	The scope of the project should be entered here. If additional description is needed, please use the Comments section of this form.
<b>Department</b>	Used in State Agencies only.
<b>DOA</b>	Division of Administration
<b>Emergency Project</b>	If people or property are at immediate risk, a project can be considered an emergency or if the current condition is resulting in state or federal violations of law.
<b>Facility Requirements</b>	This section is for projects that include a building or additional space. It is a check to determine if enough space has been allowed for the number of occupants the entity expects to use the space. Enter the different types of space, the type and number of occupants, and the net area needed per occupant.
<b>Feasibility</b>	Feasibility of a project is determined by fulfillment of Statutory Requirements, justification of project, and why State funds are needed.
<b>Five Year Plan</b>	Projected cash flow needed for the next five years for the completion of a capital outlay project and/or program.
<b>Funded</b>	Cash and/or lines of credit are available for the specified project. Note that while a noncash line of credit represents a funding commitment, it does not provide additional cash.
<b>Location</b>	If available, enter an address for the project or nearest intersection. Include municipality.
<b>Management Board</b>	Used by Education requests only.
<b>Operating Budget</b>	The budget of the institution, agency or department that will be responsible for the completed project
<b>Planning Phase</b>	The preparation of architectural and engineering documents up to and including the preliminary design stage where final working drawings and specifications are prepared, advertising for a sealed bid or proposal, awarding a contract pursuant to law.
<b>Prior Funding</b>	List any funding the project has already received through Capital Outlay for this particular project.
<b>Proposed Funding</b>	Using the estimated time line of a project, funding should be spread over the years as funds are needed. Proposed funding should equal Total project cost less any prior years' funding.
<b>Site Code</b>	Identifies the facility where the project is to be located. Can be found in SLABS.

<b>Stage</b>	Stage 1 = Agency Level. Stage 2 = Department Level. Stage 3 = Management Board Level. Stage 4 = FPC Level. Projects are moved up to Stage 4 when they are fully submitted. Stage 5 = BDS Level. All requests are moved to Stage 5 after FPC review.
<b>Statutory Requirements</b>	Statutory Requirements are outlined in R.S. 39:101 & 102. If a Capital Outlay Request is filled out accurately and completely, it likely fulfills the Statutory Requirements
<b>Time Estimate</b>	Enter how long it is expected to take to complete the project. The total of these months dictate over how many years the Proposed Funding is requested. The two should agree.
<b>Title</b>	Project title should provide a brief statement of facility use plus location.
<b>User</b>	The name of the applicant (agency/entity).

## Key Dates for Agencies and Entities

<b>June</b>	Closing of Legislative session
<b>Mid July</b>	Letters are mailed out to all entities who have an appropriation in HB2. Includes letter of instruction, line of credit request form.
<b>Third Thursday in each month of the fiscal year</b>	July: Bond Commission reauthorizes P1 and P5 lines of credit from the prior fiscal year including P5 noncash converted to P1 cash. August-June: Bond Commission may authorize new lines of credit.
<b>August</b>	E-CORTS opens for electronic submission of capital outlay requests. Deadline is November 1.
<b>By October 15</b>	Mail out of letters regarding line of credit status. Sent to each agency that received a G.O. Bond appropriation, but has not received a line of credit as of September 15 <sup>th</sup> , reminding the agency that they must re-submit their request for the following year.
<b>November 1st</b>	Deadline for Capital Outlay Requests for the following year. State projects must have a list of priorities from State departments/ management boards.
<b>March or April</b>	Opening of legislative session
<b>Before the 8th day of the Legislative Session</b>	Governor must present to the Legislature the Original HB2 and HB3